

Session 21-09, a Regular Meeting of the Library Advisory Board was called to order by Chair Kate Finn at 5:34 p.m. on December 7, 2021 at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar. One seat remains vacant.

**PRESENT:** BOARDMEMBERS FINN, FAIR, MCKINNEY, SPRINGER (left at 6:33 p.m.), KUSZMAUL, DOLMA (arrived at 6:05 p.m.), AND STUDENT REPRESENTATIVE JOHNSON

**STAFF:** LIBRARY DIRECTOR BERRY  
DEPUTY CITY CLERK TUSSEY  
YOUTH SERVICES LIBRARIAN NOFZIGER

#### **AGENDA APPROVAL**

FAIR/MCKINNEY MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

#### **PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA**

#### **RECONSIDERATION**

#### **APPROVAL OF MINUTES**

A. November 2, 2021 Regular Meeting Minutes

KUSZMAUL/FAIR MOVED TO APPROVE THE NOVEMBER 2<sup>ND</sup> REGULAR MEETING.

There was no discussion.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

#### **VISITORS/PRESENTATIONS**

A. Carolyn Norton, REC Room Youth Program Manager – REC Room

Chair Finn introduced Carolyn Norton, the REC Room Youth Program Manager, and Kathleen Kuhn, the REC Room Teen Peer Mentor.

Ms. Norton spoke to the purpose of their presentation, which is to provide feedback they received from teens at the REC Room regarding their use of the public library using questions provided by the LAB. She addressed the following questions and the answers they received:

- What does the library have that you and your friends find useful?  
Responses: Books; Somewhere to be; Quiet; Study and do homework; Computer games; Comfy chairs; Hangout spot; Adobe Software Suite; Wi-Fi; Wi-Fi (but outside); Good natural light; Cheap/Quality printing; Meet up with friends
- What could the library do/have to be more useful to teens?  
Responses: Tutoring; More audiobooks; Tell us about what they already have; First come, first serve private rooms; Like what software and stuff; People don't know what you have; Food; Designated snack space; People get kicked out/banned because of food; Games; More eBooks
- What is not available at the library that you would like to have available?  
Responses: Go to HHS; Bean bags; Link on KPBSD website; Map of the library; Be on social media-INSTA; Flyers at school; Graphic tablet/graphic design stuff; Newer video games; Video games to check out; Field trip for older kids; HHS morning announcements: what's new at HPL

Ms. Norton shared photos of their building and facility and explained what the REC Room is, what their facility contains, who the staff is, and the activities and programs that are provided. Ms. Norton and Ms. Kuhn responded to questions and facilitated discussion with the boardmembers and library staff.

B. Cinda Nofziger, HPL – Meeting the New Youth Services Librarian

Chair Finn introduced the new Youth Services Librarian Cinda Nofziger.

Ms. Nofziger thanked the board for inviting her and voiced how excited she is to be at the library. She provided a background of her connections to Homer, her working experience with library services, and some of her plans for the youth services program including a teen advisory board.

Boardmember Dolma arrived at 6:05 p.m.

Chair Finn commented on the ideas Ms. Nofziger spoke to and thanked her for coming to Homer and to their meeting. Ms. Nofziger thanked the board and left the meeting.

In response to Chair Finn's request for feedback on the youth services subject, Student Representative Johnson explained her experiences with using the library.

#### **STAFF & COUNCIL REPORT/COMMITTEE REPORTS**

- A. Library Director Reports dated November 2021
- i. 2020 Statistical Report
  - ii. 2021 Statistical Report (laydown)

Library Director Berry spoke to his written staff report, noting the following:

- Grants received in November to build a small library and upgrading the Wi-Fi system, and a mini grant to pay for a kite-making workshop in late February.

- Live author readings that were held in the library; more readings were scheduled since the first ones were so popular.
- The Giving Tree is up and tags are available for grabbing.
- New Youth Services Librarian Cinda Nofziger has been busy since she started November 1<sup>st</sup>.
- Active shooter training drill and what lessons were learned.
- Status on purchasing a pull-down gate for the lobby entrance.
- Repairing of a broken window, which had been damaged likely by a kicked-up rock from weed-whacking back on Memorial Day.

There was brief discussion between the board and Mr. Berry regarding staff report items and the library statistic comparisons.

B. Legislative Update

Chair Finn gave a brief report. Her points of contact at the legislative offices said there isn't any direct-to-library benefits from the federal infrastructure funding, but there will be indirect benefits. Library Director Berry noted that the recently awarded grants are actually from the federal American Rescue Plan Act (ARPA) that was channeled through the Institute of Museum and Library Services.

C. Fundraising Update

- i. Planned Giving Plan Update from Boardmember Kuszmaul
- ii. Homer Foundation Quarterly Report
- iii. Common Messaging Framework for Significant Gifts

Boardmember Kuszmaul spoke to her written report. She referenced the Planned Giving Plan in the packet and asked for the board to discuss setting a "giving goal" and explained her reasons for why the LAB should have one. She sees it in terms of having something that the LAB is shooting for that can help evaluate results.

Boardmember Springer left the meeting at 6:33 p.m.

Boardmember Kuszmaul recommended the board set either a dollar amount in a certain timeframe, such as one or five years, or even a number of pledges/planned gifts per year.

Discussion ensued regarding the need to set a financial goal and the pros/cons of setting one now. One concern that was raised was how do we determine what's a reasonable goal especially this early in the process. Library Director Berry commented that based on the median estimate of contributions was about \$5,000; that comprised of about 40 donors. It was suggested that they utilize the training opportunities through the Homer Foundation (THF), and set a goal in increments such as starting with the \$5,000 and increase it on a percentage. The board agreed that some training or guidance would be beneficial, and to have THF come to a future LAB meeting. Boardmember Kuszmaul said as the liaison she would follow up with THF to see if they would do a refresher on how the process works.

Boardmember Kuszmaul reiterated the board's willingness to set a \$5,000 per year monetary goal, which increases by 10 to 20% each year, and have the goal of getting one library gift written into an

estate plan. In closing of her report, Boardmember Kuszmaul gave a recap on what the LAB has accomplished this past year with the gift giving framework, the financial performance of the endowment fund thus far from THF quarterly reports, and her plan to use the year-end report from THF to determine how many metal fishes will need to be purchased to recognize large donors. She noted they are still in the “ready” stages of refining the planned giving plan.

## **PUBLIC HEARING**

## **PENDING BUSINESS**

- A. LAB Bylaw Amendments
  - i. DRAFT LAB Bylaws
  - ii. Current LAB Bylaws – Adopted September 23, 2019

Chair Finn introduced the agenda item by reading the title. She spoke to the bylaw changes that were discussed at the previous meetings, what the revised draft includes, and asked the board if there was any discussion or other amendments to be made.

FAIR/DOLMA MOVED TO APPROVE THE AMENDED LIBRARY ADVISORY BOARD BYLAWS AND RECOMMEND TO CITY COUNCIL FOR ADOPTION.

Chair Finn commented on her review of the new bylaws, the components the draft includes, and how she felt they encompassed everything they’ve discussed.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

## **NEW BUSINESS**

- A. LAB Strategic Plan/Goals Update
  - i. DRAFT Library Advisory Board 2022 Strategic Plan & Goals
  - ii. Homer Public Library’s 2020-2025 Strategic Plan
  - iii. LAB 2014 Strategic Plan
  - iv. LAB Goals from 2019 to 2021

Chair Finn introduced the agenda item by reading the title. She provided a recap of the LAB’s strategic plan history and went through the past years’ goals to note what has been accomplished and what is still pending that could be incorporated into their new 2022 goals.

Boardmember Dolma commented on the job fair idea, to which Library Director Berry clarified that was a goal listed in the Homer Public Library’s strategic plan and not the LAB’s.

Deputy City Clerk Tussey explained her draft strategic plan and goals provided in the packet, what items were provided as backup and why, and what staff is looking from the board at this meeting.

There was discussion regarding the following:

- Boardmember Dolma's suggestion that the LAB should continue pursuing to expand the boundaries of the library service area, allowing more non-residents to serve on the board, and majority of the board's opinion to not pursue that given the history of the issue.
- The need to have goals that are specific to the LAB, and if it happens to align with a library's goal then to ensure it's framed in the terms of what the LAB will do in its capacities.
- Potentially modifying the 2021 Planned Giving Program goal to reflect their current work.
- Having a goal that focuses on community outreach, or brings information from the community to the library.

Deputy City Clerk Tussey recommended that boardmembers review the packet materials, come up with their list of preferred goals, and email them to her by January 7<sup>th</sup>. She will then incorporate them together into a memo that the board can discuss at their January 18<sup>th</sup> meeting.

DOLMA/FAIR MOVED TO POSTPONE THE LAB'S STRATEGIC PLAN AND GOALS TO THE JANUARY 18<sup>TH</sup> REGULAR MEETING TO CONSIDER A REVISED DRAFT FROM STAFF.

Chair Finn reiterated the need for a quorum so they can complete this task at their January meeting.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

- B. Accepting Grants from the Institute of Museum & Library Services for Purchase & Installation of Little Libraries & Wi-Fi Upgrades at the Library
- i. Ordinance 21-67 Accepting ARPA Grant Monies

Chair Finn introduced the agenda item by reading the title and asked if there was a motion of support.

FAIR/MCKINNEY MOVED TO SUPPORT THE ORDINANCE ACCEPTING THE GRANTS FROM THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES AND RECOMMEND ITS ADOPTION BY CITY COUNCIL.

Boardmember Kuszmaul voiced a question she had received from a community member regarding the Little Libraries, which they are to understand is a place people can take books for free, and what funds would be used to purchase the books. The community member's concern was they would not like to see library funds, which includes grants received, to buy books explicitly for the Little Libraries.

Library Director Berry noted the grant for buying books is completely unrestricted so they can buy books for whatever they want, which will likely go towards books for the collection and the Little Libraries would be stocked from donations that people provide. He explained the chain of prioritization for how book donations are handled by the library, addressing the concern and clarifying the intent of the grant funding.

VOTE: NON-OBJECTION: UNANIMOUS CONSENT.

Motion carried.

Chair Finn confirmed with Mr. Berry that the LAB does not need to do anything with another smaller \$1,000 grant received because City Council doesn't need to approve accepting it.

#### INFORMATIONAL MATERIALS

- A. Sister City Japan-Alaska Photo + Essay Campaign Flyer
- B. LAB 2022 Calendar

Chair Finn called on Deputy City Clerk Tussey, the Sister City Coordinator for the City, to speak to the Japan-Alaska Photo and Essay Campaign. Chair Finn facilitated discussion on the LAB 2022 calendar. She noted that she will be giving the LAB report in writing at the December 13<sup>th</sup> City Council meeting.

#### COMMENTS OF THE AUDIENCE

#### COMMENTS OF THE CITY STAFF

Deputy City Clerk Tussey and Library Director Berry had no further comments.

#### COMMENTS OF THE BOARD

Chair Finn thanked everyone for showing up and Deputy City Clerk Tussey for all her organizational skills. She congratulated Boardmember McKinney for his role in the local Nutcracker play.

Boardmember McKinney shared how he didn't feel he brought his "A-Game" tonight and hoped he did not slow anyone down.

Boardmembers Fair, Kuszmaul, Dolma, and Student Representative Johnson had no comments.

#### ADJOURN

There being no further business to come before the Board, the meeting adjourned at 7:37 p.m. The next regular meeting is Tuesday, January 18, 2022 at 5:30 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

  
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RACHEL TUSSEY, CMC, DEPUTY CITY CLERK II

Approved: January 18, 2022